

**30 APRIL 1998**



**PERSONNEL**

**★PENTAGON ENLISTED RECOGNITION  
QUARTERLY AND ANNUAL AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction sets forth eligibility criteria and submission and selection procedures for recognizing Headquarters USAF enlisted personnel who have performed their military duties and served their community in a continually outstanding manner during a particular period, either quarterly or annually. This instruction implements AFD 36-28, Awards, and Decorations Program. It requires the collection and or maintenance of information protected by the Privacy Act of 1974. AFI 37-132, Air Force Privacy Act Program sets guidelines for collecting, safeguarding, maintaining, accessing, amending and disseminating personal data kept in systems of records to comply with the Privacy Act Program. Attachment 1 lists references, abbreviations, acronyms, and terms, used in this instruction.

**SUMMARY OF REVISIONS**

This revision changes and identifies the responsibilities of officials (para 1); revises nomination procedures (para 3); clarifies processing procedures (para 3.2.1); and revises the point values for quarterly awards (para 7); incorporates new formats (attachments 2, 3, and 4); requires and specifies the use of AF Form 1206, Nomination for Award, for all awards, and updates reference materials for the submission of Quarterly/Annual Awards. **This document is substantially revised and must be completely reviewed.** A star (★) preceding the title indicates a major revision from the previous edition.

**1. The following organizations have specific responsibilities to support and administer the program:**

**1.1. 2-letter organizations:**

1.1.1. Organize and manage unit awards programs to support the Pentagon Enlisted Recognition Program.

1.1.2. Approve nomination packages.

**1.2.** The Air Force Assistant Vice Chief of Staff is the final approval authority for all awards.

**1.3.** The Commander, Pentagon Military Personnel Flight (MPF) appoints, in writing, the Broad Presidents for the Enlisted Recognition Program and is the releasing authority for all awards winners.

**1.4. The Air Force Pentagon Enlisted Council (AFPEC):**

1.4.1. Solicits (along with the National Capital Region (NCR) Chief's Group and Washington Area Top (WAT) III Association) enlisted selection Board Members and provides names to MPF.

1.4.2. Announces both the Quarterly/Annual Awards winners in the AFPEC Newsletter, "*The Bridge*".

1.4.3. Assists in Award Ceremony preparation:

1.4.3.1. Receive RSVPs for awards ceremony and provides list to Air Force Protocol.

1.4.3.2. Obtains signatures of AF/CVA, CMSAF, and the AFPEC President for Award Certificates for each recipient.

1.4.3.3. Obtains sponsorship (i.e Airmen's Unit Fund, Pentagon Federal Credit Union, Bolling Officer's Wives' Club, NCOA, GEICO, etc), for both the Quarterly/Annual ceremonies.

1.4.3.4. Obtains or provides media coverage.

1.4.3.5. Schedules SECAF Conference Room/Auditorium and prepares the program/narrative script.

1.4.3.6. Public Affairs Officer will ensure awards ceremony announcements are published in the *Information Bulletin*, *Pentagram*, AFPEC Home Page, etc.

1.4.3.7. Treasurer verifies cash award presentations from designated sponsors.

**1.5. The Air Force Protocol Office:**

1.5.1. Prepares request for Official Funds.

1.5.2. Establishes Reception Contract with the Air Force Executive Dining Facility for both the Quarterly and Annual Awards Ceremonies.

1.5.3. Notifies senior staff officers via the Protocol "A" List of upcoming Annual Awards Ceremony and receives RSVPs.

1.5.4. Prepares list of attendees and makes seating arrangements for general officers, distinguished visitors, and guests.

1.5.5. Types Events Brief for Presiding Official.

1.5.6. Schedules the Photographer.

**1.6. Pentagon Military Personnel Flight (MPF):**

1.6.1. Solicits nominations for the Quarterly and Annual Awards (see para 5 for suspense dates).

1.6.2. Collects all nomination packages.

1.6.3. Ensures the Commander, MPF appoints, in writing:

1.6.3.1. Board Presidents.

1.6.3.2. Board Members.

1.6.4. Advises Board Presidents of date, time, and location of Selection Boards.

1.6.5. Notifies nominees of date, time, and place of Selection Boards for annual awards.

1.6.6. Distributes nomination packages along with score sheets, to Presidents of each Selection Board.

1.6.7. Facilitates the annual Selection Board process on the designated day.

1.6.8. Ensures the Commander, MPF reviews and authenticates the award before releasing winners' names.

1.6.9. Delivers annual Board results (sealed), winning packages, and biographies to AF/CVA for approval.

1.6.10. Delivers Board results, and biographies of winners to AF Protocol.

1.6.11. Notifies AFPEC President of the winner of each category.

1.6.12. Publicizes both the Quarterly and Annual Awards Ceremony in "*The Informer*".

1.6.13. Prepares Annual Awards Certificates for AF/CC signature and forwards them to the Air Force Protocol Office no later than one week prior to Awards Ceremony.

**2. Eligibility. Nominees must meet the following criteria:**

**2.1.** Be permanently assigned to a unit or agency attached to HQ USAF.

**2.2.** Be serving in the applicable grade on the last day of the award period.

**2.3.** Meet the standards of AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, and FI 40-502, The Weight Management Program and other applicable Quality Force indicators.

**2.4.** Quarterly award nominees cannot have any negative Quality Force indicators during the quarter nominated.

**2.5.** Annual award nominees cannot have any negative Quality Force indicators during the calendar year of nomination.

**3. Nomination Procedures:**

**3.1.** 2-letter nominating offices:

3.1.1. Can nominate to the MPF, only one individual, per category, per nomination period.

3.1.2. Sign out cover memorandum to the MPF for each category, transmitting nominee package (see attachment 2).

**3.2.** Supervisors will:

3.2.1. Submit nominations on an AF Form 1206, Nomination for Award. **Quarterly submissions will not exceed 20 lines of narrative (does not include Heading lines);** annual submissions may use the front and back of the form. Specific achievements and accomplishments must have occurred only during the period (i.e., quarter/year) for which the nomination is submitted. Use bullet statements for justification in the following categories:

**"Leadership and Job Performance in Primary Duty."** To include the development of new techniques, and implementation of quality principles, must have contributed significantly to increased mission effectiveness during the recognition period.

**"Leadership Qualities (Social, Cultural, and Religious Activities)."** Contribute tangibly or intangibly to the military/civilian community's welfare, morale, or status during the recognition period.

**"Significant Self-improvement Efforts."** On/Off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the recognition period.

**"Other Accomplishments."** The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade.

**"Articulate and Positive Representative of the Air Force."** Demonstrated ability as an articulate and positive enlisted member of the Air Force during the recognition period.

3.2.2. Ensure nomination packages contain accurate information.

3.2.3. Provide nominees a copy of the nomination package prior to Boards.

**4. Nominees will appear before a Selection Board, in service dress uniform, only for the Annual Awards Selection Board.** Quarterly Awards Boards will be paper Boarded only and scored as such (see attachment 4).

**5. To ensure delivery by suspense date, Nominating Offices will handcarry one original and four legible copies of the nomination packages and a short biography (see attachment 3) to Pentagon MPF/DPMP.** First, second, and third quarter packages must arrive by close of business (COB) on the fifth duty day of the subsequent quarter. Fourth quarter packages should arrive on or before 15 January (for Annual Board only: Also include one current Ribbons in Order of Precedence Report of Individual Person (RIP)).

**6. Selection Boards.** The three Selection Boards will convene four times a year for quarterly awards and once a year for the annual awards.

**6.1.** Selection Board Presidents will be Senior NCOs and should be selected on a rotating or voluntary basis.

**6.2.** Selection Board Members will be solicited thru the NCR Chief's Group, WAT III, and AFPEC.

**6.3.** Each Selection Board will include three Board Members with at least one from the Secretariat staff and one from the Air Staff. Contact SAF/AAP and AF/CVAE for recommendations. The MPF Commander will appoint these members based on the following rank criteria:

**Quarterly Board:**

6.3.1. SNCO Board: President will be a CMSgt with two members SMSgt or above.

6.3.2. NCO Board: President will be a SMSgt with two members MSgt or above.

6.3.3. Airman Board: President will be a MSgt with two members SSgt or above.

**Annual Board:**

6.3.4. SNCO Board - All Chiefs

6.3.5. NCO Board - President will be a CMSgt with two members SMSgt.

6.3.6. Airman Board - President will be a CMSgt with two members MSgt.

**7. Scoring (see attachment 4):**

**7.1.** Quarterly awards are scored using the following possible point values:

- 7.1.1. "Leadership and Job Performance in Primary Duty" (0 - 50 points).
- 7.1.2. "Leadership Qualities (Social, Cultural, and Religious Activities)" (0 - 10 points).
- 7.1.3. "Significant Self-improvement Efforts" (0 - 10 points).
- 7.1.4. "Other Accomplishments" (0 - 10 points).
- 7.1.5. "Articulate and Positive Representative of the Air Force" (0 - 5 points).

**7.2.** In addition to points awarded above, from the AF Form 1206, two additional categories will be scored by the Annual Selection Board. Possible point values are as indicated:

- 7.2.1. "Personal Appearance." (0 - 10 points).
- 7.2.2. "Communication Skills." (0 - 20 points).

7.2.3. For Annual Award Selection Boards, each Board President will assign their Board Members a topic for questions to be used at the Selection Board. Board Member questions will be taken from the nominee's AF Form 1206. The Board President may ask questions on important current issues relative to the military community to determine the nominee's ability to organize thoughts quickly and demonstrate communicative skills (**NO Promotion Fitness Examination (PFE) Test questions are allowed**).

**8. Award winners.** All nominators will be notified in writing or telephonically of their nominees who win the HQ USAF Quarterly Award at least 24-hours prior to public release.

**8.1.** For Quarterly Awards will:

- 8.1.1. Be announced at the Quarterly Awards gathering with reception.
- 8.1.2. Receive a certificate.
- 8.1.3. Receive other miscellaneous gifts from sponsors.

**8.2.** For Annual Awards will:

- 8.2.1. Be announced at the Annual Awards gathering with reception.
- 8.2.3. Receive a certificate.
- 8.2.4. Receive other miscellaneous gifts from sponsors.

**WILLIAM A. DAVIDSON**  
**Administrative Assistant**

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

#### *Section A—References*

AFI 36-2805, Special Trophies and Awards

AFI 36-2903, Dress and Personal Appearance of Air Force Personnel

AFI 37-132, Air Force Privacy Act Program

AFI 40-502, The Weight Management Program

#### *Section B—Abbreviations and Acronyms*

#### *Definitions*

AFSC	Air Force Specialty Code
COB	Close of Business
GEICO	Government Employees' Insurance Company
NCO	Noncommissioned Officer
PFE	Promotion Fitness Examination
PME	Professional Military Education
RIP	Report of Individual Person
SNCO	Senior Noncommissioned Officer
USAFSE	USAF Supervisory Examination

#### *Section C—Terms*

Airmen	Personnel in grades Airman Basic through Senior Airman.
NCO	Personnel in grades Staff Sergeant through Technical Sergeant.
Senior NCO	Personnel in the grades Master Sergeant through Chief Master Sergeant.
Chairpersons, Enlisted Awards Program	Appointed by Commander, MPF
Close of Business	End of duty day--1630.
Ribbons in Order of Precedence RIP	PC III generated Report of Individual Person (RIP).
Negative Quality Force Indicators	A negative code placed on an individuals record during the award period (i.e., unsatisfactory progress in the weight management program, establishment of an unfavorable information file, Article 15, etc.).
Protocol "A" List	A listing of key personnel maintained by AF/CVAP. The list ranges from the Secretary of the Air Force through the Chief Master Sergeant of the Air Force.

Quarterly Periods	First Quarter.....	1 Jan - 31 Mar	Board meets
	Second Quarter.....	1 Apr - 30 Jun	Apr
	Third Quarter.....	1 Jul - 30 Sep	Jul
	Fourth Quarter.....	1 Oct - 31 Dec	Oct
	Annual Board		Jan
			Feb

## Attachment 2

### SAMPLE ENLISTED NOMINATION MEMORANDUM

Date: \_\_\_\_\_

MEMORANDUM FOR

FROM:

SUBJECT: Nomination for Airman, NCO, SNCO of the Quarter/Year

1. Name of Award: Airman, NCO, SNCO,  
of the Quarter/Year
2. Inclusive Dates: 1 Jan - 31 Mar, 1 Apr - 30 Jun, 1 Jul - 30 Sep,  
1 Oct - 31 Dec for Quarterly; 1 Jan - 31 Dec for Annual.
3. Nominee: John J. Doe
4. Rank: Airman First Class
5. Organization:
6. Duty Phone: 696-5555
7. Nominator: Individual actually nominating.
8. Duty Phone: 695-6666
9. In accordance with AFI 37-132 this document contains personal information, the disclosure of which may constitute an unwarranted invasion of privacy.

\_\_\_\_\_  
Commander's Signature



## **Attachment 3**

### **SAMPLE BIOGRAPHY**

BIOGRAPHY  
STAFF SERGEANT JOHN R. DOE  
555-55-5555

Staff Sergeant John R. Doe is an Information Management Journeyman assigned to the Office of the Administrative Assistant to the Secretary of the Air Force, Operations Support Directorate. He is 28 years old.

Sergeant Doe entered the Air Force in 1986. After completing Basic Military Training at Lackland AFB, Texas, he was sent to Keesler AFB, Mississippi where he successfully completed the Information Management Specialist course. His assignment history includes a tour at Ellsworth AFB, South Dakota; George AFB, California; and, his current assignment here at the Pentagon.

Currently, Sergeant Doe's duties as NCOIC, Operations Information Management include reviewing/processing enlisted/officer performance reports, awards and decorations, internal and external suspense's both classified and unclassified and providing information management support to the Commander and 150 military and civilian personnel.

Sergeant Doe's awards include the Air Force Achievement Medal with 2 oak leaf clusters and the Air Force Commendation Medal.

Sergeant Doe is married and has three children. He enjoys fishing, baseball and hunting.

## Attachment 4

### SAMPLE SCORE SHEET

HQ USAF AMN/NCO/SNCO OF THE QUARTER/YEAR SCORE SHEET					
AIRMAN/NCO/SNCO CATEGORY					
SCORING CATEGORIES	CANDIDATE	CANDIDATE	CANDIDATE	CANDIDATE	CANDIDATE
LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTIES (0-50 pts)					
LEADERSHIP QUALITIES (SOCIAL, CULTURAL, RELIGIOUS) (0-10 pts)					
SELF IMPROVEMENT (0-10 pts)					
OTHER ACCOMPLISHMENTS (0-10 pts)					
ARTICULATE & POSITIVE REPRESENTATIVE OF THE AF (0-5 pts)					
TOTAL					
FOR ANNUAL BOARDS ONLY:					
PERSONAL APPEARANCE (0-10 pts)					
COMMUNICATION SKILLS (0-20 pts)					
TOTAL					
GRAND TOTAL					

AF FORM 3131, MAY 83 (EF)

PREVIOUS EDITION WILL BE USED.

GENERAL PURPOSE (11 x 8-1/2")